
**Jefferson County Coordinator's Job Position
Advertisement for Applicants
April 4, 2012**

The Jefferson County, Florida Board of County Commissioners (BOCC) is seeking applicants interested in the position of Jefferson County Coordinator.

This is a professional position within Jefferson County government. The County Coordinator of this non-charter county is hired by, and serves at the pleasure of, the five member Jefferson County Board of County Commissioners. The BOCC establishes policies which the Coordinator implements. The Coordinator will assist the BOCC in developing policy options. The Coordinator will ensure that all County obligations and policies are properly and timely performed.

Jefferson County is a small rural county east of the City of Tallahassee and Leon County. The county has a population (2010 Census) of 14,761. It encompasses 611 square miles extending from the Gulf of Mexico to the Georgia State line.

The county is a "fiscally constrained county" and is located in a "region of critical economic concern." Jefferson County is becoming a bedroom community for Tallahassee. About 55% of the private, non-farm workforce commutes outside the County for employment. Consequently, much of the multiplier potential of local businesses, and sales tax revenue, is lost to urban Leon County and the City of Tallahassee. The County's per capita retail sales are 60% below the states average. As a result, the successful applicant will have significant economic development experience. The current Coordinator is retiring June 30th.

Attached information:

1. The County Coordinator's Job Description as adopted.
2. The County Coordinator's List of Job Responsibilities as developed by the BOCC 3/19/12.
3. The County Coordinator's Qualifications, Knowledge, Skills and Abilities and Education and Experience as developed by the BOCC 3/19/12 including the requirement that the Coordinator become a county resident within twelve (12) months of the hire date.
4. The "Coordinator Hiring Schedule" as revised on March 19, 2012.

Notices:

1. Applications are due in the Clerk's Office no later than Noon, Tuesday, April 24, 2012.
2. All applications are to be clearly marked in a sealed envelope "County Coordinator Application" and hand delivered or mailed to -

Honorable Kirk Reams
Jefferson County Clerk of Court
1 Courthouse Circle
Monticello, FL 32344

3. All applications must include a completed "Jefferson County Job Application" available in the Clerk's office or on line at the Clerk's county web site.

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4. All applications must include a cover letter and narrative from the applicant containing any information the applicant believes pertinent to the application and/or the County Commission's ability to determine the best applicants to be interviewed.
 5. All applications must include an up-to-date resume including references and salary history.
 6. **Applicants selected to be interviewed must be available for interviews on one of the dates indicated on the attached "Coordinator Hiring Schedule"**
 7. Florida is an open public records state and all applications and attached materials are available and open to the public upon receipt by Jefferson County.

Attachments -

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Job Description

Jefferson County Coordinator - Jefferson County, Florida

Classification: County Coordinator
Supervisor(s): Jefferson County Board of County Commissioners (BOCC)
Effective Date: February 8, 2007
Salary Range: \$60,000 to \$82,000 (per Pay Plan adopted 10/04)

Position Description

This is a highly responsible professional position within Jefferson County government. The County Coordinator of this non-charter county is hired by and serves at the pleasure of the five (5) member Jefferson County Board of County Commissioners (BOCC).

Policy and Operational Responsibilities

The Coordinator is charged with policy development and implementation at the direction of the BOCC. The Coordinator is tasked with ensuring that all county obligations are properly and timely performed.

Day to day activities of the county's departments are to be overseen by the Coordinator through the appropriate department heads. Special projects of the county will be recommended by the BOCC, the Coordinator, the department heads, other personnel or the public and developed for consideration by the BOCC through the Coordinator in conjunction with the appropriate department head(s).

Budget and Financial Responsibilities

Budget responsibilities of the Coordinator, in cooperation with the Clerk of Courts, include assembling the various individual department budgets into the county's overall budget for presentation to and eventual adoption by the BOCC. Following adoption of the annual budget, the financial status of the county, adherence to the adopted budget and reporting of the county's financial well-being is a responsibility of the Coordinator in cooperation with the Clerk. The Clerk is the county's responsible fiscal official.

Jefferson County, Florida
COUNTY COORDINATOR
LIST OF JOB RESPONSIBILITIES

- Assists the Board in policy development. Researches and recommends policies and programs to the Board.
- Maintains and oversees the execution of all Board resolutions, policies, and directives. Advises department heads concerning Board policies, directives, and expectations and ensures compliance.
- Serves as a liaison between the Board and county department heads, county employees, county constitutional officers, and local, regional, state, and federal agencies.
- Coordinates the budget development process for all county departments and submits county department budgets to Clerk for inclusion in county budget.
- Monitors budget vs. actual performance of county departments.
- Submits to the Board recommendations concerning the affairs of the County and its future financial and organizational needs.
- Acts as the Board's representative for construction and other projects.
- Supervises the maintenance function of all Board owned assets.
- Based on Board direction is the lead official for development of procurement documents and ensures compliance with all local, state, or federal procurement policies and procedures.
- Responds to Board correspondence.
- Coordinates the scheduling of Board special meetings and workshops. Maintains Board Calendar.
- Listens and responds to citizen requests and comments regarding county services and advises the board as needed.
- Develops agenda for Board meetings and workshops; coordinates with board chair; submits to Clerk for distribution.
- Attends and reports at Board meetings and workshops.
- Provides staff support for individual Commissioners as approved by Board guidelines.
- Employs and supervises County Coordinator's administrative staff.
- Recommends employment or discharge of all department heads under the Board.
- Develops personnel and purchasing policies for approval by the Board. Assists departments in implementation of personnel and purchasing policies.
- Coordinates a countywide grants program. Assists departments and other county agencies in grant applications and grant administration and compliance.
- Performs staff development functions and implements training programs as needed.
- Coordinates county employee safety and safety training programs.
- Serves as Public Information Officer for the Board.
- Coordinates economic development activities with other agencies and organizations. Implements economic development programs as needed and as directed by the Board.
- Provides an annual report of county activities and finances to the Board.
- Performs all other duties as assigned by the Board.

Jefferson County, Florida

COUNTY COORDINATOR QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public administration principles and practices (5)
- Knowledge of planning and zoning principles and practices (5)
- Knowledge of personnel principles and practices (5)
- Knowledge of budgeting and fiscal management principles and practices. (5)
- Knowledge of and ability to utilize management information systems and resources. (5)
- Good working knowledge and experience with all aspects of county government. (5)
- Ability to work effectively with a wide variety of citizens, officials, agencies, and organizations. (10)
- Strong knowledge and understanding of the rural conditions, character, and culture. (10)
- Strong organizational and management skills. (5)
- Strong verbal and written communication skills. (5)
- Ability to lead and mentor county department heads and employees to build an effective and efficient county workforce. (10)
- Ability to identify problems, build consensus for solutions, and implement solutions. (10)
- Ability to work with local economic development organizations. (10)
- Ability to coordinate local economic development activities while reaching out to regional, state, and federal agencies and organizations. (10)

EDUCATION AND EXPERIENCE

- **Education** - Minimum: Bachelor's degree from an accredited institution. Preferred: Master's degree from an accredited institution.
- **Experience** - Minimum: At least 5 years of upper management level experience. Preference: At least 5 years of county government experience as a senior level manager in a small county.

Note: Residency in Jefferson County is required within 12 months of hire date.

Coordinator Hiring Schedule
BOCC Workshop March 19, 2012

REVISED - AT BOCC Workshop 3-19-112 **FOR BOCC MEETING APRIL 5, 2012**

Dates	Process	Comments	Revisions
April 4 - April 6 - April 11 - April 13	Local advertising	Also in FAC, FLC, Democrat	Same
April 5 - Regular meeting date	BOCC Select Short List Committee Members	5 to seven members - 1 BOCC member	No Short Listing Comm. No Action Required.
April 24 -	Application deadline - Noon @ Clerk's Office	Applications to be distributed	Same
April 30 to May 2 -	Short listing process by committee	From resumes, applications only	No Short Listing Comm. No Action Required.
May 3 - Regular meeting date	BOCC to approve/add to short list	Add w/BOCC approval	BOCC to develop Short List.
May 9 thru May 11 & May 14-15	BOCC interview short listed applicants	Open to public - no public participation	Same
May 9 thru May 11 & May 14-15	Public interaction following interviews	Open to public	Same
May 17 - Regular meeting date	BOCC makes selection	BOCC to appoint negotiating committee	Same
May 18 to June 6	Contract negotiations		Same
June 7 -	BOCC approves contract	Start date established for Coordinator	Same
June 30 -	Current Coordinator retires (Friday 6/29)	New Coordinator begins before 6/30	- Same

END